App. F. IX-4

Preserve

1934-35

File No. 1157/34

Serial Nos. 1

Previous References

Later References.

CS 79-38-1

CS 114-39-1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for Dec. 1934

SUBJECT.

Provision re financial Consultation

WD 01965—GPB—15,000—7-7-34

Serial No.

Procedure re: Financial Consultation.

Instances have come to notice in which cases containing proposals ~~requesting~~ requiring financial concurrence have been received for circulation to Council, without previous reference to the Finance Department. The Council Section generally supply the omission in such cases by circulating the papers through the Financial Secretary, and where objection is taken by the Financial Secretary the files are re-submitted to the Member in charge through the Administrative Secretary. In one recent instance, non-observance of this requirement escaped notice of the Council Section also.

2 To ensure a strict observance of the rules in this respect, it may be desirable to issue a circular to the Secretariats inviting reference to the Standing Order on the subject and clearly indicating the stages at which cases should be referred to the Finance Department. The procedure in this behalf is guided by the provisions contained in paras 5 to 12 of Government Order No.G.17572-8/G.M.676-17-1 dated 22nd June 1918. These are summarised below:-

(i) The Secretary to Government in the Administrative Department shall refer the cases to the Financial Department, after the administrative aspect of the case has been duly considered.

(ii) Cases should be referred to the Financial Secretary only after either the Member in

NOTE—Contn. Sheet.

WD 01955—GPB—22,500—12-6-34

P.T.O.

charge or the Secretary concerned has noted on the case and only under his orders.

(iii) If the Financial Secretary's views are not accepted by the Member in charge, or the Dewan and Members of Council, the file containing the discussions shall be sent to the Financial Secretary a second time. If he is still unable to agree, he may record a respectful representation to that effect which will be submitted to His Highness the Maharaja for consideration. After final orders are passed by His Highness in such cases, papers to be sent again to Financial Secretary for information.

(iv) No case in which orders of His Highness have been passed should, however, be held up in Financial Secretariat. But in respect of such cases, Financial Secretary may bring to the notice of Dewan for suitable action any violation of the prescribed procedure.

3. The above summary indicates that the first stage in which the Financial Secretary is to be consulted is after the administrative aspect of the question has been considered and the Member in charge or the Secretary concerned has noted on the case. The primary responsibility for consulting the Financial Secretary in proper time and meeting objections if any, raised by him rests upon

Re: Financial Consultation

Serial No.

the administrative Secretariat. In respect of Council cases (which are to be circulated to Council after the Member in charge and the Dewan have minuted thereon) the opinion of the Financial Secretary should be on record before the file is sent to Confidential Branch for circulation and any omission in this respect on the part of the administrative Secretariat could be supplied by the Confidential Branch by circulating the file through the Fin. Secy. If the Council opinion be not in consonance with Financial Secretary's views, the Council Section will send the papers again to the Financial Secretary for concurrence before submission of the file to the Member or Dewan. On return of papers with orders of His Highness, cases in which Financial Secretary's views are not accepted may be sent to Financial Secretary for perusal, ~~before issue of official orders~~, by the administrative Secretariat.

4. If approved, a Circular Memo may issue inviting reference to the above procedure and requesting the Secretariats to adhere to it.

5) Please put up a draft for Govt. RG 19/9/34

Submitted CGB 18.9.34)

6) Draft C.M. submitted for consideration. CGB 24/9/34)

CHIEF SECRETARY 29 SEP. 1934

NOTE—Contn. Sheet.

Re: Financial Consultation

668

C.B

File No. of 193 General and Revenue Secretariat

1) I submit a draft O.M. for approval. The draft explains itself.

Rd
13/11/34

Dewan
through
the Finl Secy.

DEWAN'S OFFICE
3 NOV. 1934
No. Q883

2) In Para (2) of the draft Punkoh has a Summary — but in different words — of the existing rules contained in paras 5 to 11 of G.O. of 22.6.'18. It would be better if this para is revised so as to merely give a reference to the old rules — without again Summarising them — or if necessary reproducing Verbatim Extracts thereof. The proposed Summary, being in other words, necessarily departs slightly from the original and there is bound to create doubts and difficulties if allowed to come as now proposed. I have no objection to paras 1 & 3 of the proposed Memorandum.

9) Subject to the above remarks I am in favour of the Draft. Please put up the Memorandum after Verbatim Extracts are added.

Rd
20/10

Rd
22/10

Submitted with a draft O.M. with Verbatim Extracts as directed.

Pl. see note.
Rd
1/11/34

CHIEF SECRETARY'S OFFICE
30 OCT. 1934

Secretary
30/10/34

OFFICE OF THE SECOND MEMBER OF COUNCIL
30 NOV. 1934
No. 2737

The draft has been amended as suggested by the Finl Secy.

For general type issue

Rd
27/11/34

Dewan

27-11-34

For issue of the type issue

Rd
28/11/34

Submitted for favour of perusal of revised draft

Rd
6/12/34)

Members of Council

For
30/11
Rd

OFFICE OF THE FIRST MEMBER OF COUNCIL
29 NOV. 1934
No. 4283

Alternative II

OFFICIAL MEMORANDUM.

Instances have come to notice in which proposals requiring concurrence of the Finance Department were not referred by the administrative Secretariats concerned to the Financial Secretary for opinion at the proper stage. It is desirable that the views of the Finance Department should be on record before a decision is reached by Government and that the procedure prescribed in this behalf should be strictly observed.

2. The attention of all Secretariat Officers is invited to the provisions enunciated in paragraphs 5 to 12 of G.O.(*) No.G. 17572-8/G.M.676-17-1 dated 22nd June 1918 in this behalf.

(*) Printed as an enclosure to this

~~(Copy annexed for ready reference)~~ too.

3 The primary responsibility for seeing that the above procedure is strictly observed rests on the Administrative Secretariat or Branch dealing with the case. In the case of files coming up for consideration by the Council, the views of the Finance Department (where necessary) are to be on record before the papers are sent to the Council Section for circulation to Council. Any omission in this respect will be supplied by the Confidential Branch by circulating the file to the

Financial Secretary also before submission to the Members of Council. After the opinion of the Council is recorded, if it happens to be at variance with the views of the Finance Department, the Council Section will see that the papers are sent again to the Financial Secretary before a Final Note or Submission Note is put up. The Administrative Secretariats will also verify whether this is done in respect of cases returned to them for further action immediately after completion of circulation to Council.

By order,

Chief Secretary to Govt.

To

The Secretaries to Government.

Copy sent (6) 8/12/34

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 5th December 193 4

No.

Sent 4 pm 11/12/34

Official Memorandum.

Instances have come to notice in which proposals requiring concurrence of the Finance Department were not referred by the Administrative Secretariats concerned to the Financial Secretary for opinion at the proper stage. It is desirable that the views of the Finance Department should be on record before a decision is reached by Government and that the procedure prescribed in this behalf should be strictly observed.

2. The attention of all Secretariat Officers is invited to the provisions enunciated in paragraphs 5 to 12 of Government Order No.G. 17572-8/G.M.676-17-1 dated 22nd June 1918 in this behalf.X

X Printed as an enclosure to this.

3. The primary responsibility for seeing that the above procedure is strictly observed rests on the Administrative Secretariat or Branch dealing with the case. In the case of files coming up for consideration by the Council, the views of the Finance Department (where necessary) are to be on record before the papers are sent to the Council Section for circulation to Council. Any omission in this respect will be supplied by the Confidential Branch by circulating the file to the Financial Secretary also before submission to the Members of Council. After the opinion of the Council is recorded, if it happens to be at variance with the views of the Finance Department, the Council Section will see that the papers are sent again to the Financial Secretary before a Final Note or Submission Note is put up. The Administrative Secretariats will also verify whether this is done in respect of cases returned to them for further action immediately after completion of circulation to Council.

By order,

Chief Secretary to Government.

To

The Secretaries to Government.

B.K.M.6.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated. Bangalore, 8th December *193 4*

No.

Official Memorandum.

Instances have come to notice in which proposals requiring concurrence of the Finance Department were not referred by the Administrative Secretariats concerned to the Financial Secretary for opinion at the proper stage. It is desirable that the views of the Finance Department should be on record before a decision is reached by Government and that the procedure prescribed in this behalf should be strictly observed.

2. The attention of all Secretariat Officers is invited to the provisions enunciated in paragraphs 5 to 12 of Government Order No.G. 17572-8/G.M.676-17-1 dated 22nd June 1918 in this behalf.

X Printed as an enclosure to this.

3. The primary responsibility for seeing that the above procedure is strictly observed rests on the Administrative Secretariat or Branch dealing with the case. In the case of files coming up for consideration by the Council, the views of the Finance Department (where necessary) are to be on record before the papers are sent to the Council Section for circulation to Council. Any omission in this respect will be supplied by the Confidential Branch by circulating the file to the Financial Secretary also before submission

S.O.

CONFIDENTIAL

Functions of the Financial Secretary to Government.

No. G. 17572-8—G. M. 676-17-1, DATED CAMP, MYSORE, 22ND JUNE 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS

READ—

Government Order No. Fl. 8328-33, dated the 6th May 1907, regarding the disposal of cases in the Financial Department of Government.

2. Memorandum No. Fl. 904-11, dated the 18th August 1908, issuing subsidiary instructions in the matter of unofficial consultation with the Financial Department.

3. Government Order No. G. 11-70—G. M. 565-15-4, dated the 1st July 1918 and No. G. 17624-5—G. M. 631-16-1, dated 30th June 1917, regarding the appointment of a wholetime Financial Secretary to Government.

Order No. G. 17572-8—G. M. 676-17-1, dated Camp, Mysore, 22nd June 1918.

In consequence of the appointment of a wholetime Financial Secretary to Government, and with a view to simplify the procedure with regard to the disposal of business by, and in consultation with, the Financial Department of Government, the following revised instructions are issued, in supersession of the previous orders on the subject.

2. (1) All descriptions of work falling under the heads below will be dealt with in the Financial Secretariat under the orders of the respective Members of Council in charge:—

(i) General Finance and accounts—

(*a*) Annual Financial programme.

(*b*) Budget Estimates of the State.

(*c*) Expenditure of the State.

(*d*) Pensions and gratuities.

(*e*) General questions regarding pay and salaries.

CONFIDENTIAL

Functions of the Financial Secretary to Government.

No. G. 17572-8—G. M. 676-17-1, DATED CAMP, MYSORE, 22ND JUNE 1918

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS

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Government Order No. Fl. 8328-33, dated the 6th May 1907, regarding the disposal of cases in the Financial Department of Government.

2. Memorandum No. Fl. 904-11, dated the 18th August 1908, issuing subsidiary instructions in the matter of unofficial consultation with the Financial Department.

3. Government Order No. G. 11-70—G. M. 555-15-4, dated the 1st July 1918 and No. G. 17624-5—G. M. 631-16-1, dated 30th June 1917, regarding the appointment of a wholetime Financial Secretary to Government.

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(i) General Finance and accounts—

(*a*) Annual Financial programme.

(*b*) Budget Estimates of the State.

(*c*) Expenditure of the State.

(*d*) Pensions and gratuities.

(*e*) General questions regarding pay and salaries.

(*f*) Accounts and classification therein.

(*g*) Administration of the Account Department and technical work connected with Treasuries.

(*h*) Interpretation of Mysore Service Regulations and other financial Codes and Rules.

(*i*) Special concessions involving relaxation of financial rules.

(*j*) Ways and means.

(*k*) Loans and investments, excluding loans granted under authorised rules for agricultural and industrial purposes.

(*l*) Advances for the purchase of motor cars and motor bicycles and for house-building.

(*m*) General questions regarding Audit.

(*n*) List of approved firms dealing with Government.

(*o*) General questions concerning local finance and borrowing by local bodies.

(ii) Banking (including Savings Banks, State Life Insurance, General Provident Fund, Mysore Bank, but not Co-operative Societies and Agricultural Banks).

(iii) Such other branches of Secretariat work as may be assigned to the Financial Secretary from time to time.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. Dated, Bangalore, 8th December 1934

Official Memorandum.

Instances have come to notice in which proposals requiring concurrence of the Finance Department were not referred by the Administrative Secretariats concerned to the Financial Secretary for opinion at the proper stage. It is desirable that the views of the Finance Department should be on record before a decision is reached by Government and that the procedure prescribed in this behalf should be strictly observed.

2. The attention of all Secretariat Officers is invited to the provisions enunciated in paragraphs 5 to 12 of Government Order No.G. 17572-8/G.M.676-17-1 dated 22nd June 1918 in this behalf.

X Printed as an enclosure to this.

3. The primary responsibility for seeing that the above procedure is strictly observed rests on the Administrative Secretariat or Branch dealing with the case. In the case of files coming up for consideration by the Council, the views of the Finance Department (where necessary) are to be on record before the papers are sent to the Council Section for circulation to Council. Any omission in this respect will be supplied by the Confidential Branch by circulating the file to the Financial Secretary also before submission to the Members of Council. After the opinion of the Council is recorded, if it happens to be at variance with the views of the Finance Department, the Council Section will see that the papers are sent again to the Financial Secretary before a Final Note or Submission Note is put up. The Administrative Secretariats will also verify whether this is done in respect of cases returned to them for further action immediately after completion of circulation to Council.

By order,

(Sd) R. Rangarao

Chief Secretary to Government.

To

The Secretaries to Government.

D.K.M.6.

No. G. 17572-8—G. M. 676-17-1, dated Camp, Mysore, 22nd June 1918.

(2) In addition to his ordinary duties as specified above the Financial Secretary will attend to the following special items of work:—

(*a*) To prepare schemes for the growth and development of revenue in all revenue producing departments in consultation with the Heads of Departments concerned, to suggest reduction of expenditure wherever possible, to prepare triennial forecasts of revenue and expenditure by a fixed date, and generally to take initiative in all financial matters;

(*b*) To work up all large and important financial questions relating to the State including Railway Finance, Industrial Finance, Investments and Public Debt;

(*c*) To inspect, with the previous permission of Government, the accounts, stock, cash, etc., in any institution or office in which Government money and stores are kept, and to be responsible by the exercise of constant vigilance, that all Government property is safe and properly looked after by the respective departments;

(*d*) To keep watch over the revenue realisations and bring to the notice of Government in time any unusual falling off or laxity, to enable them to take such special measures as may be necessary; and

(*e*) To continue the work of Mr. K. L. Datta till all the questions raised by him are finally decided.

3. In the following classes of cases, reference should be made to the Financial Secretariat before the issue of orders:—

(i) Proposals involving a permanent increase of expenditure including revision of salaries and establishments.

(ii) Proposals involving expenditure of a non-recurring nature which has not been provided for in the Budget, or which, even if provided for, has not been specifically sanctioned by Government after reference to the Financial Secretariat.

Note 1.—In order however to avoid the necessity for petty references, Government may in the Administrative Branches and Departments finally sanction without reference to the Financial Department, expenditure not exceeding Rs. 500 in each case for temporary establishments or other subjects of a non-recurring nature. But this is subject to the provisos:—

(*a*) that such expenditure is met by a specific re-appropriation of the Budget grant under the same major head of account,

(*b*) that it does not involve a debit against the next year's grant,

(*c*) that it is not of a novel or doubtful character,

(*d*) that it is not opposed to any financial or other rules, [*e.g.*, anticipated savings under salaries and establishment are not to be utilised for contingencies without reference to the Financial Department. *Vide* Para 470, M. T. M.]

(*e*) that it is not an additional allowance to a Gazetted Officer, and

(*f*) that the order is communicated to the Financial Department for information.

Note. 2.—An Administrative Department of Government will have power to sanction revision of permanent non-gazetted establishments under its control without reference to the Financial Secretariat, subject to the following conditions:—

(*a*) that the expense which the revision may entail is met by an immediate equivalent reduction of permanent expenditure in some non-gazetted establishment under its control and classified under the same major head of account,

(*b*) that the amount involved does not exceed Rs. 1,200 per annum,

(*c*) that the establishment is not required for any new general service or duty,

(*d*) that the revision is limited to appointments the pay of which both before and after revision does not exceed Rs. 50;

(*e*) that no class or grade of officers is created or abolished and the pay of no class or grade of officers is raised or reduced so as to conflict with standing orders, (*e.g.*, the giving of progressive pay for ministerial appointments), create inconvenient precedents or give rise to a claim for similar revision in other departments,

(*f*) that the revisions thus sanctioned are reported to the Financial Department for communication to the Comptroller.

Note 3.—No reference need be made to the Financial Branch in the case of orders proposed to be issued under codal rules, regulations or well recognised custom or in accordance with a sanctioned scale of charge.

(iii) Schemes of a commercial character or any other schemes involving important financial considerations.

(iv) All proposals for the imposition of taxation or the surrender of existing taxation by Government.

(v) Measures for raising or reducing revenue.

No. G. 17572-8—G. M. 676-17-1, dated Camp, Mysore, 22nd June 1918.

4. All correspondence relating to the subjects allotted to the Financial Secretariat shall be addressed to the Financial Secretary and shall be dealt with according to the ordinary rules of Secretariat procedure. The orders of Government on these subjects will be issued under the signature of the Financial Secretary.

5. Correspondence on questions requiring reference to the Financial Secretariat under paragraph 3 above and all proposals involving additional expenditure in departments other than those allotted to the Financial Secretariat, shall be addressed in the first instance to the Secretary to Government in the Administrative Department concerned, who after the administrative aspect of the case has been duly considered shall refer the cases to the Financial Department.

6. Whenever it becomes necessary to refer any case unofficially to the Financial Secretariat or opinion, such a reference should be made only after either the Member in charge or the Secretary concerned has noted on the case and only under his orders should the case be referred to the Financial Department.

7. When a case is referred to the Financial Secretariat for opinion, it will be returned to the Secretariat making the reference, with a note by the Financial Secretary, stating the financial aspects of the case and recording his opinion with full reasons and citation of financial rules and orders. The Assistant Secretary may note on every such case and if the Financial Secretary agrees with it, it may be sent on with his approval expressed in writing on the note itself. Where, however, a Member of Government has already noted upon the case, the Assistant Secretary's note should be separate.

No such case should, however, be returned to the Administrative Department, except under the signature of the Financial Secretary.

8. The Financial Secretary will, in cases referred to him, have access to all papers relating thereto, including the minutes of the Dewan and Members of Council and the orders of His Highness the Maharaja, but not papers of a confidential nature which may be directed by His Highness or the Dewan to be withheld.

9. (*a*) If the views expressed by the Financial Secretary in any case, whether original or un-officially referred, are not accepted by the Member of Government in charge, or by the Dewan and Members of Council, as the case may be, the file containing the discussions shall be sent to the Financial Secretary a second time, in order to enable him, in cases in which he considers that the orders proposed to be issued are opposed to financial rules of Government or to recognised financial principles or for other reasons of a financial nature, are open to objection, to record a respectful representation to that effect, which will be placed by the Dewan before His Highness the Maharaja for consideration.

(*b*) All cases sent to the Financial Secretary under this rule should be treated as immediate and returned to the Department concerned within three days of receipt.

10. After final orders are passed by His Highness on a case in which the Financial Secretary's opinion has been recorded, but is not accepted, the file containing the orders will be sent to him for perusal and return, so that he may learn the reasons for the rejection of his views.

11. No case in which the orders of His Highness have been passed should be held up in the Financial Secretariat. If in any such case the Financial Secretary considers that the procedure laid down in this order has not been strictly followed, he may submit a representation to that effect to the Dewan for suitable action, but action on the orders should not be deferred on that account.

12. All Secretaries to Government are responsible to see that the procedure laid down in this order is strictly adhered to.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Secretaries to Government,
The Comptroller to Government.

Exd—P. S. R. N.

WD 1330—GPB—205—30-12-82.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No. 1370-76 / C. B. 115-34-1.

GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, 22nd December 1934.

OFFICIAL MEMORANDUM.

Instances have come to notice in which proposals requiring concurrence of the Finance Department were not referred by the Administrative Secretariats concerned to the Financial Secretary for opinion at the proper stage. It is desirable that the views of the Finance Department should be on record before a decision is reached by Government and that the procedure prescribed in this behalf should be strictly observed.

2. The attention of all Secretariat Officers is invited to the provisions enunciated in paragraphs 5 to 12 of Government * Order No. G. 17572-8—G. M. 676-17-1, dated 22nd June 1918 in this behalf.

*Printed as an enclosure to this.

3. The primary responsibility for seeing that the above procedure is strictly observed rests on the Administrative Secretariat or Branch dealing with the case. In the case of files coming up for consideration by the Council, the views of the Finance Department (where necessary) are to be on record before the papers are sent to the Council Section for circulation to Council. Any omission in this respect will be supplied by the Confidential Branch by circulating the file to the Financial Secretary also before submission to the Members of Council. After the opinion of the Council is recorded, if it happens to be at variance with the views of the Finance Department, the Council Section will see that the papers are sent again to the Financial Secretary before a Final Note or Submission Note is put up. The Administrative Secretariats will also verify whether this is done in respect of cases returned to them for further action immediately after completion of circulation to Council.

By Order,
R. RANGA RAO,
Chief Secretary to Government.

To—The Secretaries to Government.

Functions of the Financial Secretary to Government.

No. G. 17572-8—G. M. 676-17-1, DATED CAMP, MYSORE, 22ND JUNE 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. Fl. 8328-33, dated the 6th May 1907, regarding the disposal of cases in the Financial Department of Government.

2. Memorandum No. Fl. 904-11, dated the 18th August 1908, issuing the subsidiary instructions in the matter of unofficial consultation with the Financial Department.

3. Government Order No. G. 11-70—G. M. 565-15-4, dated the 1st July 1918 and No. G. 17624-5—G. M. 631-16-1, dated 30th June 1917, regarding the appointment of a wholetime Financial Secretary to Government.

Order No. G. 17572-8—G. M. 676-17-1, dated Camp, Mysore, 22nd June 1918.

In consequence of the appointment of a wholetime Financial Secretary to Government, and with a view to simplify the procedure with regard to the disposal of business by, and in consultation with, the Financial Department of Government, the following revised instructions are issued, in supersession of the previous orders on the subject.

2. (1) All descriptions of work falling under the heads below will be dealt with in the Financial Secretariat under the orders of the respective Members of Council in charge :—

(i) General Finance and accounts—
- (*a*) Annual Financial programme.
- (*b*) Budget Estimates of the State.
- (*c*) Expenditure of the State.
- (*d*) Pensions and gratuities.
- (*e*) General questions regarding pay and salaries.
- (*f*) Accounts and classification therein.
- (*g*) Administration of the Account Department and technical work connected with Treasuries.
- (*h*) Interpretation of Mysore Service Regulations and other financial Codes and Rules.
- (*i*) Special concessions involving relaxation of financial rules.
- (*j*) Ways and means.
- (*k*) Loans and investments, excluding loans granted under authorised rules for agricultural and industrial purposes.
- (*l*) Advances for the purchase of motor cars and motor bicycles and for house building.
- (*m*) General questions regarding Audit.
- (*n*) List of approved firms dealing with Government.
- (*o*) General questions concerning local finance and borrowing by local bodies.

(ii) Banking (including Savings Banks, State Life Insurance, General Provident Fund, Mysore Bank, but not Co-operative Societies and Agricultural Banks).

(iii) Such other branches of Secretariat work as may be assigned to the Financial Secretary from time to time.

(2) In addition to his ordinary duties as specified above the Financial Secretary will attend to the following special items of work :—

(*a*) To prepare schemes for the growth and development of revenue in all revenue producing departments in consultation with the Heads of Departments concerned, to suggest reduction of expenditure wherever possible, to prepare triennial forecasts of revenue and expenditure by a fixed date, and generally to take initiative in all financial matters ;

(*b*) To work up all large and important financial questions relating to the State including Railway Finance, Industrial Finance, Investments and Public Debt ;

(*c*) To inspect, with the previous permission of Government, the accounts, stock, cash, etc., in any institution or office in which Government money and stores are kept, and to be responsible by the exercise of constant vigilance, that all Government property is safe and properly looked after by the respective departments;

(*d*) To keep watch over the revenue realisations and bring to the notice of Government in time any unusual falling off or laxity, to enable them to take such special measures as may be necessary; and

(*e*) To continue the work of Mr. K. L. Datta till all the questions raised by him are finally decided.

3. In the following classes of cases, reference should be made to the Financial Secretariat before the issue of orders:—

(i) Proposals involving a permanent increase of expenditure including revision of salaries and establishments.

(ii) Proposals involving expenditure of a non-recurring nature which has not been provided for in the Budget, or which, even if provided for, has not been specifically sanctioned by Government after reference to the Financial Secretariat.

NOTE 1.—In order however to avoid the necessity for petty references, Government may, in the Administrative Branches and Departments finally sanction without reference to the Financial Department, expenditure not exceeding Rs. 500 in each case for temporary establishments or other subjects of a non-recurring nature. But this is subject to the provisos:—

(*a*) that such expenditure is met by a specific re-appropriation of the Budget grant under the same major head of account,

(*b*) that it does not involve a debit against the next year's grant,

(*c*) that it is not of a novel or doubtful character,

(*d*) that it is not opposed to any financial or other rules, [*e.g.*, anticipated savings under salaries and establishment are not to be utilised for contingencies without reference to the Financial Department. *Vide* Para 470, M. T. M.]

(*e*) that it is not an additional allowance to a Gazetted Officer, and

(*f*) that the order is communicated to the Financial Department for information.

NOTE 2.—An Administrative Department of Government will have power to sanction revision of permanent non-gazetted establishments under its control without reference to the Financial Secretariat, subject to the following conditions:—

(*a*) that the expense which the revision may entail is met by an immediate equivalent reduction of permanent expenditure in some non-gazetted establishment under its control and classified under the same major head of account,

(*b*) that the amount involved does not exceed Rs. 1,200 per annum,

(*c*) that the establishment is not required for any new general service or duty,

(*d*) that the revision is limited to appointments the pay of which both before and after revision does not exceed Rs. 50,

(*e*) that no class or grade of officers is created or abolished and the pay of no class or grade of officers is raised or reduced so as to conflict with standing orders, (*e.g.*, the giving of progressive pay for ministerial appointments), create inconvenient precedents or give rise to a claim for similar revision in other departments,

(*f*) that the revisions thus sanctioned are reported to the Financial Department for communication to the Comptroller.

NOTE 3.—No reference need be made to the Financial Branch in the case of orders proposed to be issued under codal rules, regulations or well recognised custom or in accordance with a sanctioned scale of charge.

(iii) Schemes of a commercial character or any other schemes involving important financial considerations.

(iv) All proposals for the imposition of taxation or the surrender of existing taxation by Government.

(v) Measures for raising or reducing revenue.

4. All correspondence relating to the subjects allotted to the Financial Secretariat shall be addressed to the Financial Secretary and shall be dealt with according to the ordinary rules of Secretariat procedure. The orders of Government on these subjects will be issued under the signature of the Financial Secretary.

5. Correspondence on questions requiring reference to the Financial Secretariat under paragraph 3 above and all proposals involving additional expenditure in departments other than those allotted to the Financial Secretariat, shall be addressed in the first instance to the Secretary to Government in the Administrative Department concerned, who after the administrative aspect of the case has been duly considered, shall refer the cases to the Financial Department.

6. Whenever it becomes necessary to refer any case unofficially to the Financial Secretariat for opinion, such a reference should be made only after either the Member in charge or the Secretary concerned has noted on the case and only under his orders should the case be referred to the Financial Department.

No. G. 17572-8—G. M. 676-17-1, DATED CAMP, MYSORE, 22ND JUNE 1918.

7. When a case is referred to the Financial Secretariat for opinion, it will be returned to the Secretariat making the reference, with a note by the Financial Secretary, stating the financial aspects of the case and recording his opinion with full reasons and citation of financial rules and orders. The Assistant Secretary may note on every such case and if the Financial Secretary agrees with it, it may be sent on with his approval expressed in writing on the note itself. Where, however, a Member of Government has already noted upon the case, the Assistant Secretary's note should be separate.

No such case should, however, be returned to the Administrative Department, except under the signature of the Financial Secretary.

8. The Financial Secretary will, in cases referred to him, have access to all papers relating thereto, including the minutes of the Dewan and Members of Council and the orders of His Highness the Maharaja, but not papers of a confidential nature which may be directed by His Highness or the Dewan to be withheld.

9. (*a*) If the views expressed by the Financial Secretary in any case, whether original or un-officially referred, are not accepted by the Member of Government in charge, or by the Dewan and Members of Council, as the case may be, the file containing the discussions shall be sent to the Financial Secretary a second time, in order to enable him, in cases in which he considers that the orders proposed to be issued are opposed to financial rules of Government or to recognised financial principles or for other reasons of a financial nature, are open to objection, to record a respectful representation to that effect, which will be placed by the Dewan before His Highness the Maharaja for consideration.

(*b*) All cases sent to the Financial Secretary, under this rule should be treated as immediate and returned to the Department concerned within three days of receipt.

10. After final orders are passed by His Highness on a case in which the Financial Secretary's opinion has been recorded, but is not accepted, the file containing the orders will be sent to him for perusal and return, so that he may learn the reasons for the rejection of his views.

11. No case in which the orders of His Highness have been passed should be held up in the Financial Secretariat. If in any such case the Financial Secretary considers that the procedure laid down in this order has not been strictly followed, he may submit a representation to that effect to the Dewan for suitable action, but action on the orders should not be deferred on that account.

12. All Secretaries to Government are responsible to see that the procedure laid down in this order is strictly adhered to.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Secretaries to Government.
The Comptroller to Government.

Exd.—

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